

## **Durham Civic Center Authority Meeting Minutes**

Tuesday, February 20, 2007

8:00am

---

The meeting was called to order at 8:00am with the following members present/absent:

Present: Rod Abraham, George Stanziale, Patrick Byker, Angie Elkins and Rob VanDewoestine.

Absent: Ed Stewart has formally resigned from the Authority.

Owner's representation: Karmisha Wallace, Sharon DeShazo, Heidi York and Sheila Huggins

Management Company present: Ken Lile, Yvonne Patton, and Dave Messinger

Motion of approval for January 16, 2006 minutes moved by Mr. Stanziale, seconded by Mr. Byker voted and agreed upon by all.

### **Executive Summary**

- Mr. Stanziale made a motion to approve the budget and Mr. Byker seconded; the proposed 2007/08 fiscal year budget was approved four to one. The dissenting vote was from the board chair who felt that the budget request was at least \$50,000 too high based on 2006/07 estimated results. Monitoring the operating budget on a monthly basis and holding the Owners accountable to obligations to improve the facilities was suggested as a plan of action.
- A budget amendment for 2006/07 needs to go before the elected officials before the end of the fiscal year even though net spending will be considerably less than budgeted.
- A final snapshot of the Marketing Plan was distributed to the Authority for their perusal. The plan of action for March's meeting is to invite the social wedding coordinator to show where the dollars are going. The Marketing Plan was previously discussed at January's Authority meeting.
- **CIP Project update:**  
On February 12, the stakeholders met to discuss Shaner's recommendations for implementing changes in the renovation plans for the HVAC system upgrade and Exhibition Hall renovation. To date, the Owners are still reviewing those recommendations. Based on the BODR distributed to the Management Company, breakout dates are needed before construction can begin.
- A CIP internal presentation is scheduled for Wednesday, February 21 to discuss and justify needs of the 2007/08 submittal. The Authority voted to upgrade the need for Lobby and pre-function corridor tile replacement from a priority three (would like to have) to a priority one (must have).
- The Authority asked again when the contract with Skanska will be finalized. A plan of action for clarification of scope of work and scheduling for the planned renovations of the Civic Center is set for accomplishment in a meeting with the internal and external stakeholders. Details will be communicated.
- The Marketing Task Force had no update to share with the Authority at this time.
- Board members were asked to provide recommendations for Mr. Stuart's replacement and forwarding the information to the Mayor via the chair.

- Presently, the board has two vacancies with two terms expiring in July 2007.
- The role the contract set out for the Owners was distributed and discussed at this morning's meeting. The point of discussion referenced the Owners responsibilities for non-routine repairs.
- The need for a new kiosk display for the Civic Center was discussed. Mr. Lile recommends with the Authority's approval a more up-to-date technical display. The Authority suggests occupancy tax be a means of funding source. Mr. Lile will be communicating with Mr. Bowman, DCVB on effective kiosk designs.
- Ms. Elkins has agreed to participate in the reviewing process of the new parking contract. Next steps will be communicated with Ms. Elkins.

#### **Action Items:**

- A meeting to promote clarity in next steps of the renovation plans for the Civic Center.
- A letter of appreciation to be drafted to Cassell Designs.
- Finding qualified candidates to replace the City appointed board member.

#### **Agenda for next meeting**

- 2007/08 Budget presentation to the City Managers Office and the County Manager is scheduled for late March.
- The management company's contract responsibilities will be discussed and distributed at the March board meeting.
- The social wedding coordinator will present on their program showing resources expended and business generated.